



National Aeronautics and Space  
Administration  
Goddard Space Flight Center

NO.	04-33
DATE	May 28, 2004
DISTRIBUTION	
GREENBELT ONLY	*
Wallops ONLY	*
GSFC	* A
CONTRACTORS	**

# ANNOUNCEMENT

## SUBJECT: EXCUSED ABSENCE FOR RESERVISTS AND MEMBERS OF THE NATIONAL GUARD RETURNING FROM ACTIVE DUTY & MILITARY LEAVE ACCRUAL

### Excused Absence

As you may be aware, in recognition of the sacrifices civil service employees have made when called to active military duty, President Bush issued a memorandum directing all Federal agencies to grant a total of 5 workdays of excused absence.

This directive covers those who have served as reservists and members of the National Guard in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operations subsequently established under Executive Order 13223.

Agencies may grant this period of excused absence prior to the employee's resumption of his or her duties, or at a time mutually agreeable to the agency and the employee, if the employee has already returned to duty.

A list of questions and answers that provide additional information may be found on OPM's website at: [www.opm.gov/oca/compmemo/2003/2003-14C.asp](http://www.opm.gov/oca/compmemo/2003/2003-14C.asp).

If you are eligible for this absence, please complete the enclosed application, attach a copy of your military orders and discharge documents, and return them to Dianne Hagerty or Khrista White, Code 114.

### Military Leave Accrual Changes

As part of the enactment of the National Defense Authorization Act for Fiscal Year 2004, military personnel called to active duty on or after November 23, 2003, are entitled to 22 days of military leave each calendar year. This covers any employee who is a reservist and who is called to active duty in support of a contingency operation as defined in 10 U.S.C. 101(a)(13).

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

#### DISTRIBUTION CODES:

- Civil Service) – GSFC Employees
- \*B (Civil Service) – GSFC Section Level and Above
- \*C (Civil Service) – GSFC Branch Level and Above
- \*D (Civil Service) – GSFC Division Level and Above

- \*\*A (Contractor) – Contractor and Other Employees
- \*\*B (Contractor) – Contractor and Other Offices

If a reservist has exhausted the 15 days granted each fiscal year, and is subsequently called to active duty, additional days are granted to the employee. If the reservist has not yet exhausted the 15 days, he/she receive an additional 7 days, for a total of 22 days, military leave each calendar year.

For questions, you may contact Dianne at 301-286-8319, [Dianne.M.Hagerty@nasa.gov](mailto:Dianne.M.Hagerty@nasa.gov), or Khrista at 301-286-9059, [Khrista.N.White@nasa.gov](mailto:Khrista.N.White@nasa.gov).



Arletta R. Love, Chief  
Career Development and Employee Worklife Office

Enclosure

DATE: \_\_\_\_\_

TO: 159/Payroll Office

THRU: 114/CDEWO/Attn: Dianne Hagerty

FROM: \_\_\_\_\_/\_\_\_\_\_ (employee)

SUBJECT: Request for Excused Absence upon Return from Military Active Duty

I request to take 5 days of excused leave from: (dates) \_\_\_\_\_ to \_\_\_\_\_.

I understand that I will not be charged any personal leave for this absence, based on the President's Memorandum of November 14, 2003. I returned from military active duty on \_\_\_\_\_, and a copy of my orders and discharge papers are attached.

APPROVALS:

\_\_\_\_\_  
Supervisor signature/Date

\_\_\_\_\_  
Supervisor's name

AND

OFFICE OF HUMAN RESOURCES

\_\_\_\_\_  
Director of Human Resources/Date